

27 NOV 1981

MEMORANDUM FOR THE RECORD

SUBJECT: General Services Administration Selection Procedures  
for Architect-Engineer Selection

1. On 23 November 1981, [ ] Building Planning Staff, OL, met with Tom Graves, Design & Construction Division, National Capital Region, General Services Administration (GSA), to discuss the referenced subject.

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2. Mr. Graves advised that GSA selection procedures are in accordance with Public Law 92-582 (The Brooks Act) and are described in a GSA handbook titled Architect-Engineer Selection Procedures. He provided BPS/OL a copy of this handbook and summarized the text as follows:

a. All projects are announced publicly via the Commerce Business Daily. This announcement includes a synopsis of the project including approximate size and construction cost, specific Architect-Engineer (A-E) services, and weighted selection and evaluation criteria.

b. Firms responding to the announcement are required to submit SF254 Architect-Engineer and Related Services Questionnaire and SF255 Architect-Engineer Related Services Questionnaire for Specific Project. A GSA Evaluation Board then screens all submissions and selects three to six firms for additional consideration. Public announcements of these selections are made in the Commerce Business Daily.

c. The firms selected for additional consideration are given weighted evaluation criteria and asked to respond to a project questionnaire which questions each firm's proposed approach to the project. The GSA Evaluation Board then interviews each firm and prepares a ranking based on the predetermined evaluation criteria. GSA does not consider or discuss the cost of services at this stage.

OL 1 4929

d. Following the ranking of firms, negotiations are initiated by a Request for Proposal (RFP) being issued to the number one ranked firm. The RFP contains the scope of work, a draft contract, and a request for price information. Upon return of the RFP, a GSA audit report is prepared and the cost for services reviewed by a GSA Negotiating Committee. This group then meets with representatives of the A-E to eliminate any disallowed costs by mutual agreement. If agreement cannot be reached, negotiations are suspended with the selected firm, and negotiations are initiated with the number two firm.

3. Mr. Graves advised that a statutory limit of 6 percent is placed on design fees but that this limitation does not include the services of an on-site professional during the construction stage. For a project of the magnitude proposed by the Agency's Master Plan, GSA considers a reasonable fee to be 3.5 percent to 4.0 percent.

4. GSA procedures normally take six months from the time of publication in the Commerce Business Daily to complete selection and contracting for A-E services.



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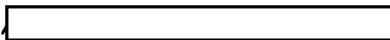
Building Planning Staff, OL

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